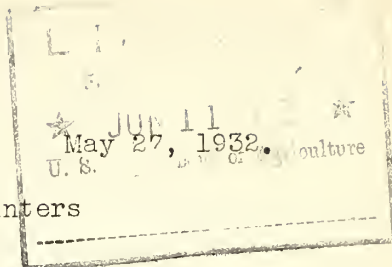


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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.Instructions re payment of laborers and hunters
placed under appointment

Since the Bureau is placing under appointment many laborers at reservations and experiment stations previously employed by those in charge of field stations and hunters previously employed by field leaders, it is necessary that a uniform procedure be followed in preparing payrolls and handling leave matters for this class of appointees.

These employees should be paid on payrolls prepared in the field and certified by the leaders or those in charge of stations and charged against their letters of authorizations, as has been the custom in the past. The responsibility for correct statement of time worked and for which payment is made will rest with the leaders. One payroll may cover both laborers or hunters under appointment and laborers or hunters without appointment, any necessary notations being added when the roll is audited in the Washington office.

All appointees of this class should render itinerary reports unless they are working under the direct supervision of the employee in charge of the station who is thus able to certify from his personal observation and records the correctness of the time claimed. Itinerary reports for the month should be forwarded with the payrolls.

Only such of these employees under appointment as are regularly employed throughout the year will be allowed annual and sick leave, and they should not be permitted to take leave in excess of the amount which has accrued at the rate of $1\frac{1}{4}$ days per month from the date of appointment. Leave, of course, can not accumulate beyond the close of any calendar year. Such of the hunters as are placed under appointment, in accordance with the recent arrangements with the Office of the Secretary, will be considered as coming within the leave privilege. Likewise, laborers whose appointments are without limitation as to time and who perform service which is continuous throughout the year or continuous with the exception of brief periods of leave without pay during slack time.

The original leave slip should be forwarded with the payroll and itinerary reports and a copy of the leave slip retained by the field leader or employee in charge of the station who will maintain in his office a leave record for each employee of this class entitled to leave. A card record (Dept. Form 50) should be used for this purpose. These forms can be requisitioned by field leaders on Bi-200. Leaders granting leave to employees under them should familiarize themselves with the leave regulations of the Department set forth in Paragraphs 480 to 525 of the Administrative Regulations.

It should be clearly understood that these instructions apply only to regularly employed laborers, hunters, etc., placed under appointment and of course do not affect the long-established method of paying other regular employees.

Paul G. Redington
Chief.

DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D.C.

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January 13, 1933

Amendment to Bureau Memorandum Bi-1206
of May 27, 1932, "Instructions re payment of
laborers and hunters placed under appointment."

The first sentence of paragraph four of Bureau Memorandum Bi-1206, containing instructions re payment of laborers and hunters placed under appointment, reads as follows:

"Only such of these employees under appointment as are regularly employed throughout the year will be allowed annual and sick leave, and they should not be permitted to take leave in excess of the amount which has accrued at the rate of 1-1/4 days per month from the date of appointment." (Under the Economy Act no annual leave may be granted during this fiscal year so that the following instructions apply to sick leave only, which is counted by the calendar year.)

It is realized that cases will arise from time to time of hunters or laborers who are forced to take leave on account of sickness in excess of the amount of sick leave they may have accumulated at the rate of 1-1/4 days per month during the calendar year and that a hardship would result in requiring them to take annual leave or leave without pay because of a strict application of this rule. This restriction was made primarily because of the uncertainty as to how long and when hunters or laborers would be carried on the Federal rolls and it was necessary to limit the amount of leave granted to what would be accumulated during the calendar year while carried on Federal rolls. It was not the intent of the Bureau, however, to make a hard and fast rule in regard to the granting of sick leave to hunters, or laborers, as leave of this nature is taken only when it is necessary to do so because of conditions beyond the employee's control, and it is realized that some latitude should be given field leaders in the granting of sick leave.

If the field leader therefore has every reason to believe that the hunter or laborer will be carried on the Federal rolls for a certain number of months during the calendar year it would be within the spirit of the leave regulations to allow such employee sick leave at any time within the period of his employment under appointment, and while he is carried on Federal rolls, to the extent of the amount of leave he would accumulate during the calendar year at the rate of 1-1/4 days for each month during which he is to be carried on the Federal rolls and field leaders are authorized to do so. If it is not known in advance, however, the length of time the hunter or laborer will be carried on the Federal rolls during the remainder of the calendar year, the only safe rule to apply would be the one laid down in memorandum 1206-Bi and allow only accumulated leave to time of sickness, except that if the field leader is reasonably sure at time of sickness that the employee will be continued for a certain definite period, leave which would accrue during this known period could also be counted in the total amount which could be allowed.

It is understood, of course, that sick leave can be allowed only to the extent of two days under certificate and that for any additional sick leave a doctor's certificate must be furnished.

Paul G. Rodington
Chief.

